



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

OFFSET EQUIPMENT OPERATOR

Class No. 003050

■ CLASSIFICATION PURPOSE

Under general supervision, to perform a variety of printing work by operating and maintaining offset printing machines and related equipment; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Offset Equipment Operators use specialized Xerox machines and printing equipment. The Offset Equipment Operator is distinguished from the next higher class, Senior Offset Equipment Operator, in that the latter is responsible for the more difficult printing assignments and for training and supervising other workers.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Reproduction/Duplicating Equipment Operation, Maintenance, and Repair:

Essential Functions:

1. Sets up, adjusts, and operates offset equipment in order to run printed pages, envelopes, and special publications.
2. Performs routine cleaning and maintenance on offset equipment and makes necessary minor/major repairs.
3. Maintains and performs minor repairs on plate maker.
4. Reproduces a wide variety of printed materials.
5. Prepares plates and layouts.

Binding Equipment Operation:

1. Prepares and binds printed materials by operating the following binding equipment: electric paper jogger, ten station collator/stapler, hydraulic automatic paper cutter, 1-hole drill press, hydraulic automatic 3-hole drill press, folding machine, shrink packager.
2. Performs routine maintenance and minor repairs on binding equipment.

Maintaining Stock, Inventory Controls, and Written Records:

1. Orders and keeps inventory of paper and card stock, chemicals, solvents, ink, etc.
2. Estimates time and material needs for printing jobs requested by other departments.
3. Keeps records on each printing job.
4. Delivers printing materials to requesting departments.
5. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public representing diverse cultures and backgrounds. Provides accurate, complete and up-to-date information, in a courteous, respectful, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Offset printing techniques, preparation, and set-up.
- Offset printing supplies, paper stocks, plates, links, and chemicals.
- Use and efficient cutting of stock.
- Work hazards and safety practices.
- Maintenance, troubleshooting, and repairing techniques for Xerox machines, drill presses, paper cutters, etc.
- Basic mathematics.
- County customer service objectives and strategies.

Skills and Abilities to:

- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public.
- Exercise appropriate judgment in answering questions and releasing information.
- Analyze and project consequences of decisions and/or recommendations.
- Assess and ensure the immediate needs of customers through personal service or referral.
- Maintain and repair offset and related equipment.
- Set up and operate printing press, power cutter, folder, collator, power drill, and packaging machine.
- Identify and select paper stocks appropriate to a specific job.
- Follow written and oral instruction.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: One (1) year of full-time paid experience operating offset presses and performing a variety of print shop or bindery functions.

Note: Experience limited to photocopying machines is not qualifying.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Must be able to lift boxes of paper weighing up to 60 pounds. Continuous exposure to noise and hazardous equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

New: February 15, 1973
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Offset Equipment Operator (Class No. 003050)

Union Code: CM

Variable Entry: Y